

Title:	Effective Date:	Grade:	Job Category:
Maintenance Management Analyst	May 11, 2012	VIII	Technician
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Maintenance Management Analyst	August 24, 2007	VIII	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the collection and analysis of data to support fiscal planning activities for highway maintenance funding and review and update the maintenance management program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Maintain records of monies obligated for highway maintenance work and expenditures for Districts by maintenance activity, county, route and section.
- Maintain records of work planned for District maintenance and percentages of work accomplished.
- Research data and assist in the preparation of annual maintenance budgets.
- Assist in-house Divisions in preparing reports on monies spent for particular routes and sections and costs per mile for highway maintenance.
- Review maintenance management program and keep up-to-date on more efficient ways of maintenance.
- Assist in the preparation and write correspondence assisting other state, county and city agencies in maintenance management.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in clerical work with emphasis on statistics and knowledge of highway maintenance activities and the Maintenance Management Program. Ability to key payroll and key memorandums, letters, and expense accounts. Proficiency in the use of Microsoft Word and Excel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)